

Finalization of Charity Account Closure

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that the closure of the charity account associated with [Charity Name], account number [Account Number], has been finalized as of [Closure Date].

All funds have been disbursed in accordance with our governing documents and in compliance with all applicable regulations. A final statement of account reflecting all transactions will be sent to you shortly.

Thank you for your support of [Charity Name] and for being a valued part of our mission. Should you have any questions regarding the closure or require further information, please do not hesitate to contact us.

Warm regards,

[Your Name]

[Your Position]

[Charity Name]

[Charity Address]

[Phone Number]

[Email Address]